

CONFIDENTIAL

(FROM TOP AND BOTTOM)

SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Director	RWN	10 May 78
2	Exec Dir	GT	10 May 78
3	Director		
4	Central Records		
5			
FROM		INITIALS	DATE
1	DEPUTY DIRECTOR		7 May
2			
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☐ APPROVAL

☐ ACTION

☐ COMMENT

☐ CONCURRENCE

①②③

☐ INFORMATION

☐ DIRECT REPLY

☐ PREPARATION OF REPLY

☐ RECOMMENDATION

☐ SIGNATURE

☐ RETURN

☐ DISPATCH

☒ FILE

REMARKS:

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NATIONAL SECURITY COUNCIL
WASHINGTON**RESTRICTED**

ER 9355

May 7, 1948

MEMORANDUM FOR THE NATIONAL SECURITY COUNCIL

SUBJECT: Scheduling of National Security Council Meetings

Current practice to date has been to schedule National Security Council meetings only after formal reports have been prepared for consideration. This system has resulted, with few exceptions, in an average of one meeting each month.

In the light of the rapid developments in the world situation, their domestic implications and the procedural experience of the Council and its Staff to date, it is suggested that the Council might now consider the desirability of establishing a definite schedule of meetings, possibly on a bi-weekly basis. Such a schedule would make it easier for the Council, the Joint Chiefs of Staff and the NSC Staff to plan their activities with respect to Council affairs. It would present the Council members with a more frequent opportunity to exchange views on current problems, in addition to their consideration of formal NSC reports. Such discussions would be facilitated if any member desiring to discuss a given subject would submit a written memorandum expressing his views for consideration by the other members prior to the meeting. A definite schedule of meetings would also enable the Council to assure that its Staff work is being conducted in accordance with the current desires of the Council with respect to subjects, priorities and deadlines. A provision that regularly scheduled meetings might be cancelled if no items are available for the agenda would preclude the possibility of unnecessary meetings.

Taking into account the schedule for meetings of the Cabinet and of the Joint Chiefs of Staff, experience has shown that Thursday afternoon appears to be the best time to schedule Council meetings.

In view of the above considerations, it is recommended that the National Security Council agree that:

- a. Council meetings will normally be scheduled for the second and fourth Thursdays of each month at 2:30 p.m. in the Conference Room of the White House.
- b. Such normal meetings will be cancelled if no

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items are available for the agenda, and conversely special meetings may be held as the occasion warrants. The Executive Secretary will be responsible for advising the Council in this matter.

- c. Any member desiring to discuss a given subject will transmit a written memorandum outlining his views to the Executive Secretary for circulation to the Council members at least twenty-four hours in advance of the meeting.

SIDNEY W. SOUERS
Executive Secretary

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